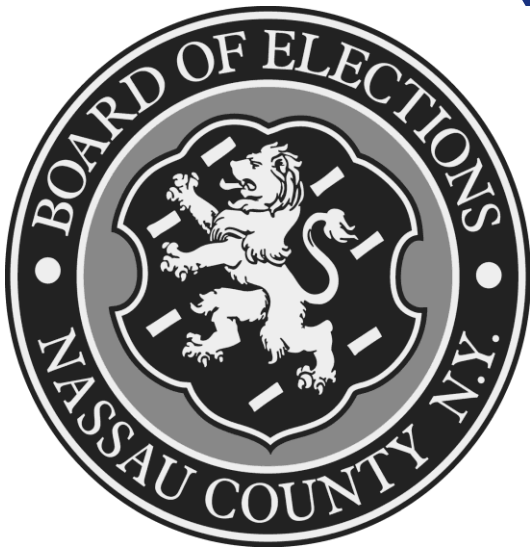


Poll Coordinator Reference Guide



www.nassauvotes.com

Louis G. Savinetti

William T. Biamonte

COMMISSIONERS OF ELECTIONS

POLL COORDINATOR REFERENCE GUIDE

Nassau County Board of Elections Information for Elections Poll Coordinators

This information is designed for Election Poll Coordinators entrusted with assisting and maintaining Polling Locations during Primary, Special and General Elections.

It is the task of the Poll Coordinator to render the best possible service to all voters on Election Day. A study of this booklet should enable you, the Poll Coordinator, to do the work expected by the electorate as well as by the Board of Elections.

A Message for Poll Coordinators

As a Poll Coordinator, you play an essential part in the process that enables ALL citizens to exercise their constitutional right to vote. The success of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

What voters experience at the polls is the only part of the election system that they observe regularly. Consequently, the impression that you leave with the voters strongly influences their overall view of the election system. We trust that you, as a representative of your County Board of Elections and your political party, will strive to perform your duties in a way that gives voters confidence in the fairness and effectiveness of the system.

This Reference Guide, the County Board of Elections' training course and the other aids supplied to you describe your responsibilities in detail. We believe that the essence of your job lies in two main goals: To help qualified voters to vote; and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election law and procedures as you have learned them.

The work of a Poll Coordinator can be complex and often tiring, but when you have done the job well, you will know that the voters of your Election District have been well served. On their behalf, and on behalf of all the county's citizens, we thank you for your service.



Commissioners of Elections

POLL COORDINATOR REFERENCE GUIDE

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POLL COORDINATOR REFERENCE GUIDE

Election Day Overview

Polls Open at 6 a.m.

Poll Coordinators, Chairpersons and Inspectors arrive at 5:15 a.m. to set up. If the building is locked when you arrive, immediately call the Board of Elections at 571-1522

Each Poll Location has 2-Poll Coordinators and 4-Inspectors, one of whom is a Chair person.

Chairpersons bring their respective suitcases to the poll site. The suitcases contain supplies needed for the day's set up.



- The Chair person sets up the DS200 Scanner for their Election District.

- Inspectors and Chairs set up the Election District table for voters.



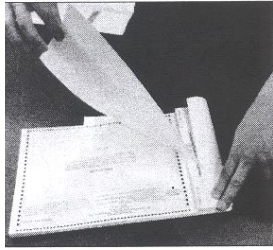
- Poll Coordinators set up the Privacy Booths, the Auto**MARK** Ballot Marker, Handicap Table and Polling Place Signs.

Doors Open for voting at 6:00 a.m.

Voters

Voters, upon entering the polling location, will go to their Election District table, which is clearly designated with signs placed by the Inspectors.

Poll Coordinators will greet and help direct voters to the correct Election District Table.



- They sign the Poll Ledger book by their names and given ballots from the numbered Ballot pads.



- Ballots are placed in privacy sleeves. Each Election District will have 10-privacy sleeves for distribution.

- Voters will be directed to privacy booths to mark their ballots.

Once the voters are satisfied with their selections, they return to the DS200 by their Election District Table to cast their Ballot.

Privacy Sleeves are returned to the Inspectors' tables after the ballots are scanned.

Poll Coordinator Responsibilities

The Poll Coordinator is the Liaison to the Board of Elections

The Poll Coordinator has specific responsibilities to the polling location, Board of Elections and of course, the voter. These responsibilities include:

- Setting up the poll location; there will be one privacy booth per 250 registered voters in the polling location.
- Placing Handicap Access signs on Poll Location exterior doors
- Placing Orange Polling Place Sign outside the building
- Placing White Distance Marker signs 100' from the entrance to the polling location
- Posting Voter's Bill of Rights (large Yellow sign) inside building at eye level
- Installing magnifiers and pens in the privacy booths.
- Overseeing activities at the poll location
- Assuring that pens are in privacy booths at all times.
- Assisting voters with problems.
- Setting up the Auto**MARK** BMD.
- Assisting and instructing voters on the Auto**MARK** BMD.

POLL COORDINATOR REFERENCE GUIDE

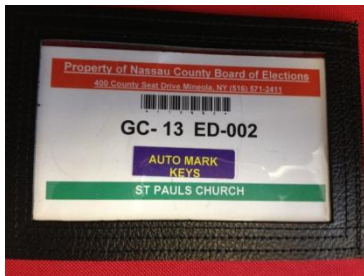
- Filling in for any missing chairs or inspectors until a replacement arrives.
- Supervising the translator if one is assigned.
- Maintaining the countywide street list.
- Monitoring poll site and privacy booths
- Remaining at the polling location until all the Chairs & Inspectors leave

Chapter

3

Checking Supplies

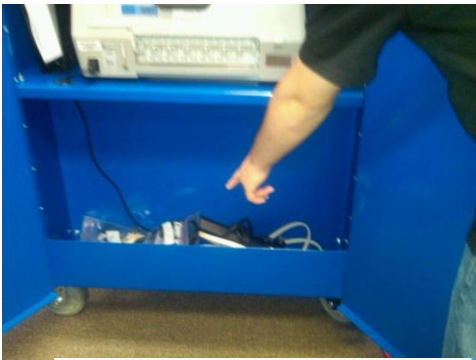
Ask the Chairperson in your Poll Location for your AutoMARK key.



One chairperson in your polling location will have the key to the Auto**MARK** cart. The key will be on a purple key fob in the chairperson's Red Data Bag. (*The Chairperson's Red Data Bag will have a small purple sticker on the front of their Bag indicating that the AutoMARK key is in there.*)

That key will open the Auto**MARK** cart giving you access to your Poll Coordinator Bag of supplies that's needed on Election Day. The key for the Auto**MARK** Ballot Marking device is in the Poll Coordinator's bag.

Contents of the AutoMARK Cart:



The AutoMARK cart doors (front and rear) will be not be sealed. Using the barrel key obtained from the chairperson, open the back door of the Auto**MARK** to find:

- Auto**MARK** accessories; head phones, ear covers for head phones, rubber gloves, rocker paddles, sip & puff equipment and straws; and
- An extension cord in the bottom compartment.
- Alongside the Auto**MARK**, will be a large binder containing the county-wide street list and the PURPLE Poll Coordinator's Bag.





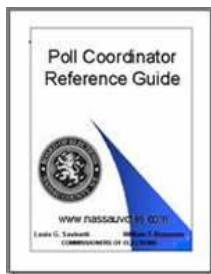
Handicap Accessible Table

POLL COORDINATOR REFERENCE GUIDE

- In addition, you will find a folding table for voters in wheel chairs who do not need the AutoMARK BMD, but cannot use the Privacy Booths to mark their ballots.

The Poll Coordinator Bag will contain:

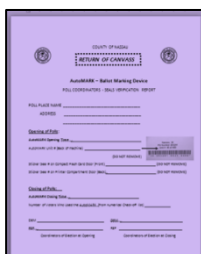
- Poll Coordinator's Reference Guide
- AutoMARK Open and Close Handbook
- Oath of Office for Coordinators (see page 14).
- Return of Canvass for the AutoMARK BMD (see page 13)
- Magnifiers with cord
- Emergency Phone Contact Card
- Pens, Name Tags, Ruler
- Gold AutoMARK machine key
- Double Vote Signs for Privacy Booths
- Handicap Access signs (2), Polling Place sign, Distance Marker & Voter's Bill of Rights signs
- Registration Forms



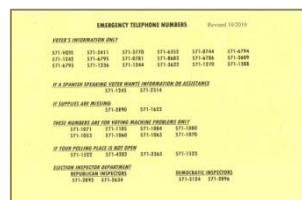
Poll Coordinator Reference Guide



AutoMARK Open & Close Guide



Return of Canvass



Contact Card



Handicap Sign



Polling Place Sign



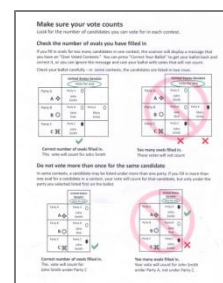
Distance Marker Sign



Voter's Bill of Rights Sign



Magnifiers



Double Vote Sign

Setting Up Your Polling Place

Refer to the Quick Open-Close Guide

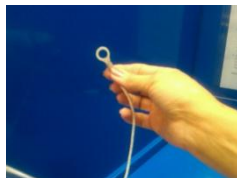
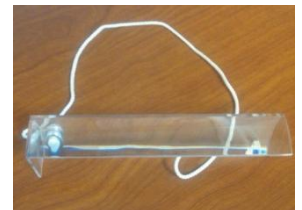
The blue privacy booths will be nestled together for you to pull apart and place. Position the privacy booths for the voters in your polling place where they can mark their ballots in privacy. There will be one privacy booth for every 250 voters. Once the booths are positioned, lock down the wheels to prevent them from rolling.

Each Privacy Booth contains a:



- Pen attached to the booth
- Light
- Bolt & ring for magnifier
- Poster instructing the voter how to mark a ballot

Install the magnifiers (*found in your Poll Coordinator Bag*) in the booth by sliding the **d-ring** on the cord onto the **key ring** attached to the booth above the pen. At the end of the evening, remove the magnifiers and return them to your Poll Coordinator Bag.



D-Ring



Key Ring



Rings Attached

Set up the AutoMARK (BMD):

The Auto**MARK**, like the privacy booths should be positioned where the voter will have the privacy needed to mark their ballots. Please position the cart that not only provides privacy, but also provides enough room for a voter who may need to access it with a wheelchair. Once positioned, lock the wheels.



- Refer to the set-up instructions on page 16
- Use your 'Opening & Closing Handbook'



Use a table for placing the countywide street list and Polling Place Location Pads. The Handicap Accessible Table is for voters who are unable to use the privacy booths to mark their ballots.

Documents

Return of Canvass (see sample on page 10).

On the Return of Canvass, record the:

- Polling Place information & time the device was opened;



- Auto**MARK** unit number (found on back of machine on white label).



- Seal numbers on the back & front of Auto**MARK**
- Both Poll Coordinators must sign the Return of Canvass Report

POLL COORDINATOR REFERENCE GUIDE

COUNTY OF NASSAU

RETURN OF CANVASS

Presidential Primary APRIL 24, 2012

AutoMARK – Ballot Marking Device

POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____

ADDRESS _____

Opening of Polls:

AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____

(DO NOT REMOVE)

Sticker Seal # on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)

Sticker Seal # on Printer Compartment Door (Back) _____ (DO NOT REMOVE)

Closing of Polls:

AutoMARK Closing Time _____

Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM _____ DEM _____

REP _____ REP _____

Coordinators of Election at Opening Coordinators of Election at Closing

Front of Return of Canvass

AUTOMARK CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each voter uses the AutoMARK Ballot Marking Device and record whole number on the front portion of this Return of Canvass.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ Represents 6 AutoMARK users.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62		
63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82		
83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100				

Remarks:

Back of Return of Canvass

Election

All Coordinators are required to take the Oath of Office and sign below.

OATH OF OFFICE

"I do solemnly swear or affirm that I will support the constitution of the United States and the Constitution of the State of New York, and will faithfully discharge the duties of POLL COORDINATOR and/or TRANSLATOR in the County of Nassau to the best of my ability."

POLL COORDINATORS/TRANSLATOR

Party Fill out all information for each Coordinator and Translator

DEM Name _____ (print name here)
 Signature _____
 Address _____
 Phone# _____ Cell# _____

REP Name _____ (print name here)
 Signature _____
 Address _____
 Phone# _____ Cell# _____

TRANSLATOR (if one is assigned to the Polling Place)

 Name _____ (print name here)
 Signature _____
 Address _____

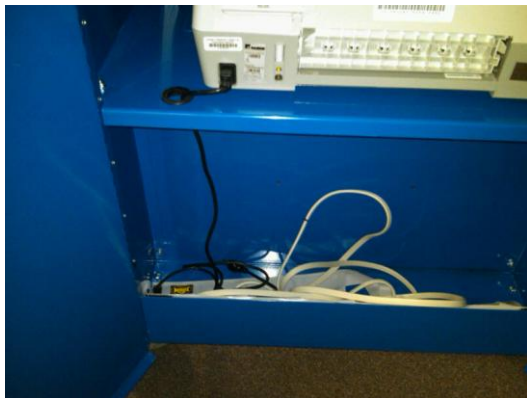
OPENING THE AUTOMARK

Refer to the Opening and Closing Handbook (Pg. 17) provided in your supplies



Opening the AutoMARK Cart

The Auto**MARK** BMD Cart should be positioned to provide voters privacy; leave enough space for a wheelchair to navigate behind the cart.



- After unlocking the back door and removing your supplies, guide the power cord through the opening in the cart and plug it into an outlet. If the cord is too short, use the extension cord provided.
- Place Auto**MARK** accessories on top of the cart
- Lock back door with barrel key.

- Open the front of the cart with the same barrel key.
- Lift and fold the top lid back onto the cart.

Opening the AutoMARK BMD

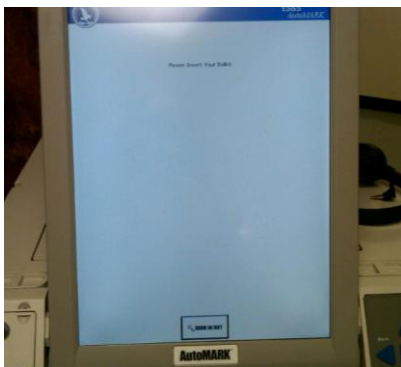
- Slide the plastic clips towards the outer edge to unlock the lid of the BMD.



- Lift lid as high as it will go and carefully pull the monitor up and out.
- Lay lid down behind the monitor and adjust its height for best visibility.



- Lift the ballot feed tray up and out for operation.



- Using the gold key, turn on the Auto**MARK** unit by turning the key to the center position; the light will turn green.
- Once booted the Auto**MARK**'s welcome screen will display "Please Insert Your Ballot."

The AutoMARK is now ready for use



Exhibit A –Opening & Closing Handbook

AutoMARK Voters

Chairperson Will Notify You of a Voter

All voters, including voters who wish to use the Auto**MARK** BMD, follow the same voting procedures. These procedures include:

- Voter's name is searched in the poll ledger book.
- Voter must sign the ledger book alongside name.
- Voter is given a ballot from the numbered Ballot Pad.
- The Ballot number will be recorded under the Public Counter Number in the Poll Ledger Book and initialed by both Democrat & Republican Inspectors.
- The Inspector will place the ballot in a Privacy Folder.
- You will be notified by a Chair person or Inspector that you have an Auto**MARK** voter.

Please escort the voter to the Auto**MARK** and make them comfortable.
Instruct them on the use of the Auto**MARK**.



How does it work?

- ➊ Insert your paper ballot into the AutoMARK.
- ➋ Your ballot will appear on the touch screen.
- ➌ If you would like the ballot read to you, plug in and put on the headphones.
- ➍ Touch the screen or use the keypad to move through the ballot and select your choices.
- ➎ You may use your own personal A/B - style switch to access the AutoMARK.
- ➏ Verify your selections and press "Mark Ballot". The AutoMARK will mark and return your ballot.
- ➐ Remove your ballot and place it in the ballot box.

There are multiple ways a voter can use the AutoMARK:

- ✓ *Directly on the Touch Screen*
- ✓ *Audio Headphones*
- ✓ *Key pad (includes Braille)*
- ✓ *Rocker Paddle device*
- ✓ *Sip-N-Puff Device*

Chapter

7

Every Voter Counts

*Who Can Vote on the Auto**MARK**?*

Any voter wishing to have his/her ballot marked by the Auto**MARK** BMD, is entitled to use the equipment. The Auto**MARK** voter has all the rights afforded to all voters in that once that ballot is marked and the voter changes his/her mind, that ballot can be returned to the Inspectors for replacement.

What the AutoMARK** does.**

The Auto**MARK** assists voters in marking their ballots independently and privately. **It does not keep a record of voters.** It is a paper-based electronic marker for those who are unable to mark their own ballots.

Please note: Once the ballot is marked by the Auto**MARK**, the ballot still has to be inserted into the DS200 Scanner in order for the votes to be tabulated.

How Does it Work?

When a ballot is inserted into the Auto**MARK** an electronic version appears on the screen. The pictures of the ballot contest can be:

- Enlarged for easier reading;
- Displayed in reverse contrast (white letters on a black background); or
- Turned off if the voter chooses to access the ballot solely using the provided headphones and key pad.

The Audio description of the ballot can be used in place of, or in conjunction with the visual version on the screen.



Additionally ancillary equipment for the Auto**MARK** is a sip and puff device (*voters may use their own, if they have it*) and rocker paddles.

The Auto**MARK** is programmed in dual language (Spanish) for non-English speaking voters.

AutoMARK Alerts:

The Auto**MARK** will alert voters of under votes and won't allow for over votes. The voter may make changes before the ballot is marked.

Auto**MARK** voters are provided a summary of their selections. When the voter selects "MARK BALLOT" appropriate ovals on the ballot are marked according to the choices made.

The ballot, after printing, is ejected from the machine and put back into the privacy sleeve.

Please escort the voter back to the Election District table where he/she signed in so that he/she can insert the ballot into the scanner for tabulation.

Please check off a number on the Numerical Check-off list for every voter that used the AutoMARK on your Return of Canvass (*see page 13*).

Please Note: If the voter, *after* marking the ballot, changes his/her mind, that ballot must be returned to the Election District to be marked SPOILED. Only upon the return of the old ballot, can a new ballot be issued.

The AutoMARK is not a voting machine. If a voter decides not to complete marking the ballot on the AutoMARK, the ballot must be handled as a SPOILED Ballot ONLY if there are marks on it.

Non-disabled voters may also use the AutoMARK if they so desire.

Chapter

8

SPOILED BALLOTS – FLED BALLOTS

Monitoring the Polling Location

Throughout the day walk around the polling location. If you see a voter needing assistance, do your best to help. If you see a voter, ripping up a ballot, ask them to return it to their Election District table instead. While it is important that every voter can exercise their constitutional right to vote, it's also important that every ballot is accounted for by the chair people.

PLEASE DO NOT ALLOW ANY VOTER TO LEAVE THE PREMISES WITH A BALLOT, EVEN IF IT IS BLANK. Once they leave, their voting period has ended.

Spoiled Ballots

If a voter has made a mistake on a ballot, whether from making the wrong choices, extraneous marks or over voting, the ballot is considered **SPOILED**, and a replacement ballot can be issued.

PLEASE NOTE: By law there is a maximum of three (3) ballots per voter. Ballots can only be replaced when the originals are returned.

Fled Ballots

If, in the course of the day, you find a ballot abandoned at the privacy booths, on the floor or any other area in the polling location, the ballot is considered a '**FLED BALLOT**' and must be '**SPOILED**.'

Locate the T/AD/ED on the Ballot (bottom right) and return the ballot to that Election District.

The Inspectors of the ED will follow procedures for handling SPOILED BALLOTS.

If however, a ballot is found on top of or in the DS200, then that ballot can be scanned into the DS200 by a bipartisan team of that Election District.

If a voter gives you their ballot and asks that you cast it for them, you will have to bring that ballot to the Election District table from which it belongs. The Inspectors at that table in a bi-partisan fashion will scan the ballot.

Chapter

9

THE DS200 SCANNER

The DS200 is a scanner and a tabulator. All voters, including Auto**MARK** voters will place their ballot into the DS200 Scanner assigned to their Election District table to cast their votes.



- The DS200 will recognize ballots that are “under voted”, “over voted” or both. It will also notify the voter if they marked the ballot for a candidate on more than one party line (considered a double vote).
- It will give the voter the option of returning the ballot for correction or replacement.
- It will also give the voter the option of casting the ballot ‘as-is’ resulting in those contests not being counted in the final tabulation.
- When the voting is complete, it will thank the voter and notify them that their votes have been counted.

DS200 Malfunction

In the event the DS200 malfunctions and the Chair person is unable to remedy the situation, they will notify the Board of Elections of the problem.

Chapter

10

Countywide Street Finder

A voter may be referred to you by a Chair person, if their name cannot be found in the Poll Ledger Book.

The voter may believe they are in the correct Polling Location, or they may have recently moved and are unsure of where they go to vote.

As a Poll Coordinator, you can assist them by looking up their address in the countywide street finder book provided. The street listed is broken town by town (zip code) then by street names in alphabetical order with corresponding house numbers for the street:

Nassau County Street Index by Town / City for General Election 2012

TOWN / CITY: ALBERTSON

STREET NAME	LOW RANGE	HIGH RANGE	ODD EVEN	T/AD/ED	POLLING LOCATION / ADDRESS
ALBERTSON AVE.	0	1	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
ALBERTSON AVE.	34	108	Even	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON AVE.	127	127	Odd	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
ALBERTSON PKY.	16	148	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
AMHERST RD.	6	92	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARGYLE RD.	6	81	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
ARLEIGH DR.	11	145	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
ASHFORD PL.	9	14	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
ASHLEY CT.	2	8	Even	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BAGLEY AVE.	9	30	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BARRY PARK CT.	1	45	Both	416103	HERRICKS SR HIGH SCHOOL / 100 SHELTER ROCK RD
BERRY PL.	5	41	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
BETHEL RD.	73	147	Both	419030	ALBERTSON H & L COMPANY / 100 I. U. WILLETS RD
BEVERLY DR.	18	100	Both	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BIRCH HILL.	0	9999999	Both	416101	SEARINGTOWN SCHOOL / 106 BEVERLY DR
BRANTON PL.	0	9999999	Both	416096	MEADOW DRIVE SCHOOL / 25 MEADOW DR
CAMPBELL PKY.	0	9999999	Both	416085	WILLET ROAD SCHOOL / 455 I U WILLETS RD
CHAFFEE AVE.	1	37	Odd	416108	SEARINGTOWN SCHOOL / 106 BEVERLY DR

Reading the Street List

The countywide street list is in alphabetical order by STREET name. It contains 7-columns.

The heading above the Street name lists the Town. In the example of the previous page, the Town is Albertson

The Columns are:

- ➡ #1 – Street Name are in Alphabetical order
- ➡ #2 - Low Range – represents the lowest House number on that Street to
- ➡ #3 – High Range - the highest House number on that Street
- ➡ #4 – ODD/EVEN – refers to whether the house number is an even or odd number or if the range is for both even and odd.
- ➡ #5 – T/AD/ED – this 5-digit number represents the Town/Assembly District and Election District.
- ➡ #6 – Polling Locations - refers you to the correct Polling location for that house number and T/AD/ED
- ➡ #7 – The address of the correct Polling Location

We suggest that you open the countywide street list to your town so that when a voter approaches you for direction, you are ready to ask for their current address.

Instructions for searching the voter's correct Polling location and Election District are outlined in the front pages of the countywide street list.

Found it!

With the information searched and found, you can advise the voter of the correct polling location and polling location address, including their T/AD/ED.

From your supplies, pull out the Polling Location Pad. Complete the form for the voter indicating the:

TAD – Town/Assembly District/Election District – column #5

Location: Name of their correct Polling Location – column #6

Address: Address of the correct Polling Location – column #7

The Election District number is very important;
it tells the voter to which table they go.

Advise the voter to take the information you provided on the Polling Location form to the Poll Coordinator at the correct location, who can further assist them.

The Nassau County
Board of Elections

TAD: _____
(Municipal Code)

Location: _____
(Name of correct Polling Location)

Address: _____
(Address of Polling Location)

Town: _____
(Town of Polling Location)

EID: _____
(Election District Table)

If you still have a problem, see the Poll Coordinator at the Polling Location for further assistance.

Chapter

11

CLOSING THE POLLS

Any voter who is on line to vote at 9 p.m. must be allowed to vote

After the poll closes at 9pm and the last voter has left the building, close down the Auto**MARK** BMD.

The Steps to close the Auto**MARK**, are as follows:



Refer to the
Opening &
Closing
Handbook
for details

1. Turn OFF the Auto**MARK** with the gold key, by turning the key to the left (OFF) position.
 - The light will turn red; and
 - The monitor will go black
 - Remove Key and place in Poll Coordinator Bag
2. Fold the Ballot Feed tray up
3. Lift the lid and gently put the monitor down into the machine
4. Lower the lids and slide the plastic clips toward the center to secure the lid.
5. Fold the top lid of the Auto**MARK** cart.
6. Close and lock the front doors using the barrel key.
7. Open the back door of the cart with the barrel key.
8. Gather all the Auto**MARK** accessories and place in the bottom compartment of the Auto**MARK** cart.

9. Unplug the cord from the outlet. If an extension cord was used, place it back in the bottom compartment of the cart.
10. Place the Countywide Street List on the side of the Auto**MARK** in the cart.
11. Disassemble the Handicap Table and place on top of the BMD.
12. Place the completed Return of Canvass inside the Poll Coordinator's Bag.
13. Remove the magnifiers and pens from the Privacy Booths and place inside the Poll Coordinator's Bag.
14. Remove Polling Place signs
15. Place Poll Coordinator's Bag inside the Auto**MARK** cart.

NOTE: Both Coordinators sign the Return of Canvass (*see page 13*)

16. Take the folding table and place it inside the Auto**MARK** cart.
17. Lock the Auto**MARK** cart doors.
18. Return the Auto**MARK** Cart key to the Chair person's suitcase.
19. Sign payroll

Please wait for and assist the Inspectors in your Polling location.

Thank you for a job well done!

POLL COORDINATOR REFERENCE GUIDE

Responsibilities:	Coordinator	Chair Person	Inspector
Attends Training Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Picks up suitcase	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrives at Polling site 5:15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up ED Table	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up Polling signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completes Canvass Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up DS200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checks and records DS200 Seals Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monitors DS200 voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sets up Privacy Booths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets up AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks and records AutoMARK Seals Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs in voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checks voters' ID if required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Directs voters to Privacy Booth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Helps voters to use AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors Polling location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Missing Inspectors to the BOE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Borrows Inspectors from other ED's if needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors Exits (<i>from voters leaving w/ ballots</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors Voter Assistance, Poll Watchers & the Media	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closes DS200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closes AutoMARK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes the Canvass Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Returns the supplies and vote canvass to the police precinct.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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